

## **NEVADA STATE CONTRACTORS BOARD IS SEEKING APPLICATIONS FOR THE FOLLOWING**

**JOB TITLE:** Criminal Investigator – Reno, Nevada

Conducts investigations in accordance with state law and Board policy in response to complaints received by the Board. The position reports to the Investigations supervisor.

Excellent investigative, writing and verbal communication skills are mandatory. The ideal candidate for the position must be highly experienced in all aspects of investigative practices, policies and procedures for criminal and civil administrative proceedings. In addition, proficiency in analyzing, interpreting and evaluating law enforcement data and technical data is required. The position requires detailed case preparation for the Board and/or Courts, therefore, excellent writing and verbal skills are essential. The successful applicant must be a team player who is detail-oriented and possesses excellent organizational skills; time management skills; and the ability to prioritize and multitask. High ethical standards, initiative and good judgment are also required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Conducts investigations of commercial and residential projects involving unlicensed contracting, unlawful advertising, construction fraud, embezzlement, theft, and diversion of funds in response to complaints. Conducts investigations of licensees and applicants for possible violations of NRS 624 as assigned. Coordinates with law enforcement agencies in furtherance of active investigations and investigative support. Overnight travel to other counties in northern Nevada may be necessary.

### **EDUCATION AND EXPERIENCE**

Have one of the following:

1. A high school diploma and have at least 5 years of experience in law enforcement or criminal investigations, or equivalent experience, as determined by the Board;
2. A bachelor's degree from an accredited college or university with a major in criminal justice, law enforcement, or a related area of study as determined by the Board, and have at least 4 years of experience in law enforcement or criminal investigations, or equivalent experience, as determined by the Board; or
3. Any sufficient combination of education and experience as determined by the Board.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and court decisions. Ability to write detailed investigative reports and professional business correspondence. Ability to effectively communicate with people from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply common sense understanding to carry out instructions furnished in writing, orally, or in diagram form.

## **CERTIFICATES, LICENSES, REGISTRATION**

Hold a current Nevada Peace Officer's Standards and Training Commission (POST) Category 1 or Category 2 certification; or the ability to obtain same within one (1) year of employment pursuant to the provisions of NRS 289.550.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to move safely about construction work sites. Mobility to work in a typical office setting, use standard office equipment, operate a motor vehicle to attend meetings and inspect properties; strength and stamina to inspect various residential, commercial, and industrial properties or other facilities; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over the telephone.

Frequently required to talk or hear; stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; regularly lift and/or carry up to 10 pounds; frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Pass the Construction Management Examination not later than 1 year after beginning employment by the Board

Be of good moral character, complete annually at least 16 hours of training related to investigations. Comply with the Code of Ethical Standards as prescribed in NRS 281A.400 and submit to the Board a completed set of fingerprints and written permission authorizing the Board to submit those fingerprints to the Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report.

## **SALARY AND BENEFITS**

Starting Salary to be determined based on experience. Benefit package includes Medical, Dental, Vision, Long Term Disability, 401 and 457 pension plans. The Board is a quasi State agency and employees are not participants in the P.E.R.S. retirement program.

## **HOW TO APPLY**

To apply, send a resume to [recruit4@nscb.state.nv.us](mailto:recruit4@nscb.state.nv.us) . Resumes must be received no later than May 6, 2016.